

**STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
DEPARTMENTAL PROMOTIONAL EXAMINATION FOR
STAFF SERVICES MANAGER II (Supervisory)**

March 9, 2009

9FP01

WHO MAY APPLY: Competition Limited to Departmental Employees

Applicants must have a permanent civil service appointment with the Fair Political Practices Commission by the Final Filing Date in order to take this exam. Under certain circumstances, former employees of the Commission may be allowed to compete under the provisions of Rule 235. (See General Information on the reverse side.) Or be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

HOW TO APPLY:

Applicants may submit an Examination Application (STD. Form 678) in person or by mail to:

Fair Political Practices Commission
Attn: Jessica Estante
428 J Street, Suite 620
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: March 16, 2009

Applications (STD. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered after 5:00 p.m., or received via interoffice mail after the final filing date will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special arrangements, mark the appropriate box of the Examination Application (STD. 678). You will be contacted about specific arrangements.

EXAMINATION DATE: March 2009

The examination will consist of Training and Experience Evaluation (Supplemental Application) weighted at 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application.

Candidates who meet the "Minimum Qualifications" will have the supplemental application mailed to their home address during the month of March 2009. **RETURN OF THE SUPPLEMENTAL QUESTIONNAIRE IS MANDATORY.** Candidates who do not return the completed supplemental questionnaire will be eliminated from this examination.

SALARY RANGE: \$5,576-\$6,727

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Fair Political Practices Commission. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

VETERANS' PREFERENCE CREDIT will not be granted in this examination.
CAREER CREDITS will not be granted in this exam.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Either I

One year of experience in the California state service performing the duties of a Staff Services Manager I.

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst. **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager I.

Or III

Two years of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.

Or IV

Experience: Four years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Staff Services Manager I.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION AND LOCATION

This is the full supervisory level over analytical and administrative work. In most settings, persons at this level are in charge of a well established and fully developed Staff Services function in a moderate to large department. Positions at this level normally supervise a moderate to large number of technical staff and spend the majority of their time in supervisory activities as distinct from working level assignments. On rare occasions, positions at this level may function as nonsupervisory experts.

**Positions exist in Sacramento only.
Interviews will be conducted in Sacramento only.**

EXAMINATION INFORMATION

The examination will consist of a Supplemental Application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination.

Supplemental Application – Weighted 100%

EXAM SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining the supplemental application will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas;
2. Principles and practices of employee supervision, development, and training;
3. Program management;
4. Formal and informal aspects of the legislative process;
5. The administration and commission's goals and policies;
6. Governmental functions and organization at the State and local level;
7. Commission's Equal Employment Opportunity Programs' objectives; and
8. A manager's role in the Equal Employment Opportunity Programs and the processes available to meet equal employment opportunity objectives.

ABILITY TO:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems;
2. Develop and evaluate alternatives;
3. Analyze data and present ideas and information effectively both orally and in writing;
4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas;
5. Gain and maintain the confidence and cooperation of those contacted during the course of work;
6. Review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies;
7. Manage a complex Staff Services program;
8. Establish and maintain project priorities;
9. Develop and effectively utilize all available resources; and
10. Effectively contribute to the commission's Equal Employment Opportunity objectives.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Fair Political Practices Commission three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Fair Political Practices Commission three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described above will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Fair Political Practices Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees maybe allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules maybe reviewed at department personnel offices or the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breath and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

Veteran's Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form, which is available from State Personnel Board offices or at the testing location.

High School Equivalence: Equivalence to completion of the 12th grade maybe demonstrated in any of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired

From TDD phones: 1-800-735-2929

From Voice phones: 1-800-735-2922

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.